

# Request for Council Action

Originator City Clerk	Item <b>Appointing City Manager as the Responsible Authority and Data Practices Compliance Officer, under the MN Government Data Practices Act</b>
Agenda Section CONSENT	Date 4/20/2015

Description

The City Council is asked to consider appointing City Manager James D. Verbrugge as the Responsible Authority (RA) and Data Practices Compliance Officer (DPCO) as required by the Minnesota Government Data Practices Act (MGDPA) under Minn. Stat. §§13.05, subd. 16 and 13.05 subd. 13. These appointments may be given to a single authority or staff member.

Former City Manager Mark Bernhardson was the previous appointee until January 1, 2015. The city clerk has been the interim RA and compliance officer until the matter can be considered by the Council.

The roles and responsibilities for this appointment will be carried out by the City Clerk and Records Manager working with department designees. Resources to support and facilitate these duties are being explored by Executive Staff.

Summary of the RA's responsibilities:

- Implement the MGDPA and accompanying rules for the City of Bloomington
- Establish written procedures to ensure that requests for government data are received and responded to promptly and appropriately
- Update an Inventory List (records retention schedules) of all private and confidential data on individuals that is maintained by the City
- Make good faith attempts to resolve controversies arising from the City's creation, collection, use, and dissemination of data
- Direct designees to perform the detailed requirements of the MGDPA
- Take all administrative action necessary to comply with the requirements of MGDPA
- Train designees
- Ensure data/records is destroyed according to and in compliance with the City's Retention Schedules

Summary of the DPCO's responsibilities:

- Resolve all issues and answer questions regarding the MGDPA (i.e. difficulties accessing government data; assist with classification of data; assist training staff)

Summary of the department designee's responsibilities:

- In charge of individual files or systems containing government data ensuring they are easily accessible and convenient for public inspection
- Classify data
- Receive and comply with requests for government data
- Redact private, confidential, and nonpublic data, where required
- Attend MGDPA training
- Collaborate with the City Clerk and Records Manager on these matters

Requested Action

Adopt the attached resolution appointing City Manager James. D. Verbrugge as the Responsible Authority and Compliance Officer for the City of Bloomington

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Attachments:

Resolution appointing City Manager as the RA & DPCO  
Designees under the Responsible Authority